

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS CENTER
PO BOX 275 JESSUP MD 20794
TELEPHONE: (410) 799-1379

RECORDS TRANSMITTAL AND RECEIPT

SEE DHMH RECORDS TRANSMITTAL GUIDELINES FOR ASSISTANCE IN PREPARING FORM

DHMH BATCH NUMBER: GGG-GG-GG-G

1 A. DEPARTMENT of HEALTH & MENTAL HYGIENE		Accession Number:	Date:
Budget Code: 32. PCA Code:			R M CODE:
B. Office/Administration Division/Unit :		Location: <u>Range-Section</u>	No of Cubic Feet (BOXES)
C. Mailing Address			
D. Unit Records Manager or CONTACT: Phone:		Records Center Manager:	
E. Program Records Coordinator/Custodian: Phone:		This Box To Be Completed By State Records Center	
2. Box Numbers	3. Title of Record Series (copy from Schedule) & Year Attach Box Packing Lists if Available.	4. Disposal Authority: Schedule #/ Item #/ Disposal Date	
		SCHEDULE # ITEM # DISPOSAL DATE-	
[USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES] ALL RECORDS LISTED ON THIS FORM MUST HAVE THE SAME DISPOSAL DATE		Either January 1 or July 1 Disposal Dates	